



## Memorandum

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**Date:** January 11, 2011  
**To:** King County Sheriff's Office Employees  
**From:** Sheriff Sue Rahr  
**Re:** **INCLEMENT WEATHER POLICY**

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**Via:**

### Inclement Weather Policy

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It is the policy of King County that administrative offices and operations of the county will remain open during inclement weather unless directed otherwise by the Executive. Check the King County Sheriff's Office website to determine whether the County Executive has closed any county operations. The County Executive is authorized to close county operations during extreme weather or other emergency conditions that generally prevent travel for many county citizens. In that event, certain essential county functions must still go on, including certain law enforcement operations. Check the KCSO internet site at [www.kingcounty.gov/sheriff](http://www.kingcounty.gov/sheriff) to see how this affects KCSO facilities and operations.

Within the King County Sheriff's Office, **all operations that are staffed on a 24-hour basis, or staffed by commissioned detectives or deputies, are considered essential**, and employees scheduled to report to work in these operations are required to report to work despite emergency conditions or closure of other county operations. This includes *all* commissioned officers, Communications Specialists and their Supervisors, Identification Technicians, Data Specialists in the AFIS Jail Identification and Ten-print Identification Units, Data Control Technicians and Supervisor. Marshal and Security Screeners are considered essential whenever the courthouse is open, regardless of whether court is in session. All commissioned officers not in a first responder position who are unable to make it in to their assigned worksite are required to notify their supervisor which worksite they will report to.

The Sheriff's Office command staff recognizes the difficulty this presents for those essential employees who live in places that are particularly difficult to travel from during conditions of heavy snow or ice. We greatly appreciate the efforts that must be made by these employees.

In the event of extreme weather or other emergency conditions, the following will apply:

- The CDO, in consultation with the Sheriff, will remain in contact with the Comm. Center supervisor regarding weather or emergency status. Based on this information I will advise the Comm. Center supervisor what to report on the employee hotline and internet.
- Employees are encouraged to call the King County Sheriff Employee Hotline at: 206.296.INFO (4636) for updates on the status of KCSO facilities. You may also check the King County Internet site: [www.kingcounty.gov/sheriff](http://www.kingcounty.gov/sheriff) for updates as well. Please keep in mind that in the event of power outages we may not be capable of keeping the website as accurate as the employee hotline.

- All employees will notify their supervisors as soon as possible if they are unable to report to work because of emergency or extreme conditions.
- All commissioned and "essential" non-commissioned employees should report to work at the nearest or a nearby KCSO worksite if unable to report to their regular work location, and notify the on-duty supervisor for assignment.
- If county operations close, a special executive proclamation may be issued to grant "non-essential" employees leave with pay.
- Where non-essential operations are closed because of adverse weather conditions, or when I authorize employees to leave the premises because of safety concerns, all non-essential non-commissioned employees who are scheduled to work in that operational area will be paid for the normally scheduled workday.
- Authority to release non-essential employees on a paid status: I will make this decision for employees who work at the courthouse. For all other worksites: commanders must get approval from their Division Chief.
- Supervisors may release staff prior to operation closure; however, employees must use accrued vacation or comp time (hourly employees / FLSA non-exempt) or accrued vacation or executive leave (FLSA exempt employees), or the time will be charged as leave-without-pay for the leave taken.
- Employees who are scheduled to work but cannot because of adverse weather conditions may use accrued vacation or comp time (hourly employees / FLSA non-exempt) or accrued vacation or executive leave (FLSA exempt employees), or the time will be charged as leave-without-pay for the scheduled work day. Employees who previously request and have been approved for time off (e.g., vacation or sick leave, compensatory time-off, leaves of absence) will have hours deducted from their accruals as approved.
- Short Term Temporary and part-time employees will only be paid for hours actually worked.

It is critical to the well being of our community that certain King County Sheriff's Office functions remain operational under every conceivable circumstance. If employees have questions or concerns about how to implement this policy in their case, they are to discuss their concerns with their immediate supervisor, and make sure they understand what is expected of them.